

WORKSHEET

A companion tool to help SBEs use this book and [CBEconnect.dc.gov](https://cbeconnect.dc.gov) to find and prepare for DC Government contracts. Download fillable version of this form at [CBEconnect.dc.gov/worksheet](https://cbeconnect.dc.gov/worksheet).

1 PRODUCTS & SERVICES: What products/services does your business sell?		2 NIGP CODES: Look up at ocp.dc.gov/page/nigp-commodity-codes	
TREE REMOVAL		968-88-00	
3 SIMILAR PRODUCTS/SERVICES: What related products/services could my business provide if I expanded my business? Visit ocp.dc.gov/page/nigp-commodity-codes . Search using the first 3 digits of the above code(s) that you wrote above in Step 2. Use Step 7 to note ways your business may need to expand.			
GRAFFITI REMOVAL		968-44-31	
SNOW REMOVAL		968-72-70	
4 CURRENT CONTRACTS: Which contracts are out for bid that seek products/services that my business already provides? CBEconnect.dc.gov click <i>Find Opportunities</i> then <i>Current Opportunities</i>			
Name of Opportunity	Solicitation #	Closing Date	Contracting Officer
5 WAIVERS: Are agencies requesting not to spend funds with SBEs for products/services that I provide? CBEconnect.dc.gov click <i>Find Opportunities</i> then <i>Agency Waivers</i>			
Name of Opportunity	Waiver #	Comments Deadline	Contracting Officer Email
6 PLANNED ACQUISITIONS: Are agencies planning to purchase products/services that I provide? CBEconnect.dc.gov click <i>Find Opportunities</i> then <i>Planned Acquisitions</i>			
Project	Agency	NIGP Code	Contracting Officer Email
7 BUSINESS GROWTH STRATEGY: How should I prepare my business to compete for contracts? For example: hire staff, buy equipment, team/subcontract, get certified, research market. Contact the DC Procurement Technical Assistance Center for assistance at 202.727.3900 or dslbd.dc.gov/ptac			

For in-depth contracting assistance, contact DSLBD's DC Procurement Technical Assistance Center (DC PTAC) at 202.727.3900 or dslbd.dc.gov/ptac.